

Eden Laptop Loaner Request Procedures

1. In Outlook, select **New Meeting Request**
2. Click **To...** button, and type Eden and scroll down to the Eden Loaner Laptops (EdenLoanerLaptop01-07). You can start with 01 and see if it available, or add all of them to see which one is available, being sure to remove all except the one you need 😊.
3. Then select your start and end dates and times.
4. To see availability, select **Scheduling Assistant**, and you will see the free/busy times for them. You can go back to **Appointment** to change dates and times easier.
5. Fill in the subject line with the name of the laptop you requested, if left blank, will show as a blank reminder in your calendar.
6. Then hit **Send**, and you will get an acceptance or decline email, depending on the availability for the dates and times selected.